

INFORMATION BULLETIN

WELFARE-TO-WORK

Number: WB00-5

Date: January 20, 2000
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TO: SERVICE DELIVERY AREA ADMINISTRATORS
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS
WELFARE-TO-WORK 15 PERCENT SUBGRANTEES
DOL WELFARE-TO-WORK 25 PERCENT SUBGRANTEES
COUNTY WELFARE DIRECTORS
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES STAFF
EDD EXECUTIVE STAFF
WORKFORCE DEVELOPMENT BRANCH STAFF

SUBJECT: MIS USER GROUP MEETING ON FEBRUARY 7-8, 2000

The purpose of this information bulletin is to announce the Management Information Systems (MIS) User Group meeting scheduled for February 7-8, 2000. A two-day agenda is attached.

The meeting will be held at the Hilton Sacramento Arden West located at 2200 Harvard Street, Sacramento, CA 95815. Special room rates are available until January 28, 2000, by calling the hotel directly at (916) 922-4700. Please ask for reservations and mention the "EDD" room block. Be prepared to give your credit card number to guarantee the special rate of \$84 single occupancy/\$94 double occupancy, plus a 12 percent room tax. Check-in time is 3 p.m.; check-out time is 12 p.m.

The SuperShuttle provides transportation from the airport for \$9 one way. For shuttle reservations, call 1-800-BLUE-VAN (1-800-258-3826) or book your reservations on-line at www.supershuttle.com.

Free on-site parking is available to hotel guests. Driving directions to the hotel are as follows:

- Approaching Sacramento from the east—From Highway 50, take Business 80 East toward Reno. Exit at Arden Way West making a loop under the freeway. Turn right at the second light on to Harvard Street.
- Approaching Sacramento from the west—From Highway 80, take Business Loop 80, toward Lake Tahoe. At the interchange, take Business 80 East, toward Reno. Exit Arden Way West making a loop under the freeway. Turn right at the second light on to Harvard Street.
- Approaching Sacramento from the north—From I-5 take the Downtown J Street exit. Make a left turn on 16th Street. Take the Arden Way West exit making a loop under the freeway. Turn right at the second light on to Harvard Street.

- Approaching Sacramento from the south—From Highway 99 take Business 80 East, toward Reno. Exit Arden Way West making a loop under the freeway. Turn right at the second light on to Harvard Street.

There are several new MIS administrators who have requested JTA training. As shown on the agenda (*Attachment 1*), the afternoon of the second day of the meeting is set aside for new MIS administrators. If you plan to attend this afternoon session, take a moment to complete the attached questionnaire (*Attachment 2*), and fax this completed questionnaire to the JTA Help Desk at (916) 654-9586 no later than January 31, 2000.

We look forward to seeing you in Sacramento. If you have any questions regarding the meeting, please contact Annette Wolfgang, Manager, JTA Customer Support Unit, at (916) 654-9600.

/S/ BILL BURKE
Assistant Deputy Director

Attachments

MANAGEMENT INFORMATION SYSTEMS (MIS)
USER GROUP MEETING

Hilton Sacramento Arden West
2200 Harvard Street
Sacramento, CA 95815
February 7-8, 2000

Agenda

Monday, February 7, 2000

10:00 a.m. - 11:00 a.m. Registration

11:00 a.m. - 11:30 a.m. Opening Remarks

**Liz Clingman, Job
Training
Partnership
Division (JTPD)**

**John Logan,
Information
Systems Division
(ISD)**

11:30 a.m. - 12:00p.m. Y2K Outcomes

Jim Scholl, JTPD

12:00 p.m. - 1:15 p.m. LUNCH

1:15 p.m. - 3:15 p.m. Workforce Investment Act (WIA):
• **Status of Implementation**

**Liz Clingman
Ed Armijo
Cindy Hobart, JTPD**

3:15 p.m. - 3:30 p.m. BREAK

3:30 p.m. - 4:00 p.m. Customer Satisfaction Pilot

**Deb Cusimano,
JTPD**

4:00 p.m. - 5:00 p.m. ETPL

TBA

MIS User Group Meeting (continued)

Tuesday, February 8, 2000

7:30 a.m. - 8:00 a.m.	Light Continental Breakfast	
8:00 a.m. - 8:30 a.m.	Job Training Partnership Division (JTPD) <ul style="list-style-type: none">• Performance Review• Reporting	
8:30 a.m. - 9:30 a.m.	Closeout of JTPD <ul style="list-style-type: none">• Expenditures• Participant	Dave Rexius and Deb Cusimano, JTPD
9:30 a.m. - 10:30 a.m.	Welfare-to-Work <ul style="list-style-type: none">• Reporting (including IPD, PWPR, PPF, and Base Wage Processes)	
10:30 a.m. - 10:45 a.m.	BREAK	
10:45 a.m. - 11:00 a.m.	Standard Query Language (SQL) Cleanup/Using Update Statements <ul style="list-style-type: none">• Table Element• Comparison List• SQL for Participant• Grant Table	Annette Wolfgang, JTPD
11:00 a.m. - 12:00 p.m.	Breakout Sessions <ul style="list-style-type: none">• Timeshares• Standalones	Annette Wolfgang, JTPD Kristen Cooper, ISD
12:00 p.m. - 12:30 p.m.	Open Forum Closing Remarks	Annette Wolfgang, JTPD
12:30 p.m. - 1:30 p.m.	LUNCH (for those attending afternoon training session)	
1:30 p.m. - 5:00 p.m.	New MIS Administrators Training— Forms Training	JTA Customer Support Staff, JTPD

**JOB TRAINING PARTNERSHIP DIVISION
MIS QUESTIONNAIRE**

**New Management Information Systems (MIS) User
Group Administrators Questionnaire**

There will be a two-day MIS User Group meeting in Sacramento on February 7-8, 2000. On the afternoon of the second day, new MIS administrators are invited to attend a training session that will cover a variety of topics. We are asking for your input in defining those topics, since you are the people who will be attending the training.

Please take a moment to tell us what topics you would like to see covered in this training.

1. If there was only time to discuss one topic, this one is the most important to me:
2. I would like to discuss the following JTA/WtW forms:
(i.e. ERF—Enter Registration Form; EMAF—Enter Monthly Activity Form)
3. I would like to discuss the following JTA/WtW screens:
(i.e. ESTAF—Enter Staff data; EWER—Enter Employment Record)
4. I would like to discuss the following JTA/WtW processes:
(i.e. transmitting XWPD; transmitting the 10E)
5. I would like to discuss the following JTA/WtW reports:
(i.e. PRL—Print Registrant Listing; PWRF—Print WtW Registration Form)
6. I would like to discuss the MCI/ProComm dial-up process. Specifically:
7. Any other topic requests?

Thank you for taking the time to provide us with this information. Please fax this completed questionnaire to the JTA Help Desk at (916) 654-9586 no later than January 31, 2000.